



Job Title	Library Technology Specialist / Archivist
Department	Library
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position maintains, troubleshoots, oversees, installs, updates, and upgrades all library technology including the library's servers, computer workstations, security system and internet systems, software, library network and tel/data rooms and related equipment. Responsible for Collection Development decisions for the Library Archives and Genealogy/Local History collection.

Supervision

Received	Library Director
Exercised	Supervision of six to 15 full time (or full-time equivalent) employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

Library Technology Specialist:

- Evaluate current and future library technology needs, for enhancing the delivery of library services and keeps abreast of emerging and changing technologies. Create a Technology plan for maintaining and/or upgrading library technology, both hardware and software, considering systems or equipment needs, productivity, and/or conversions.
- Plan and coordinate complex and diverse data processing procedures for all data processing controls and functions involving personal computers, mainframes, computer networks, and on-line applications.
- Develops annual budget and purchases for Library's hardware, software, and archival needs.
- Set standards for hardware and software use and purchases to maintain compatibility of systems for back-up support and shared resources; work with other library department heads to review and evaluate new software packages and coordinate departments' needs with vendor products.
- Responsible for troubleshooting, fixing, repairing, modifying, and replacing all technology within the library; responsible for the wireless system, including access points, controllers, and switches, the people counter system and the security system, including cameras, other hardware and software, and access to the library via security key fobs.

- Purchase and implement purchases for a variety of hardware and software; purchase materials for all supplies and maintenance of all aspects of library technology.
- Provide and coordinate instruction, training, and guidance to staff and all departmental users in the implementation and operation of software programs and all other library technology systems.
- Assist the public with complex library technology questions and issues.
- Serve on Minuteman Library Network Groups such as Technology Interest Group and the New Technology and Innovation Working Group.
- Coordinate and act as Liaison with Minuteman Library Network's Central Site Systems Department on System's issues; represent the Director as needed and at meetings, boards and commissions.
- Assist in the updating of the library's Disaster Plan.

Archivist:

- Develop policies and procedures to serve the information needs of the public through the acquisition, processing, digitization, and long-term preservation of archival materials; create, arrange, and describe records in accordance with current and accepted standards and practices
- Identify, evaluate, acquire, and select record and papers, in all formats, that have enduring value to the Town of Needham.
- Purchases archival supplies and equipment
- Clean, preserve, digitize, describe, maintain, catalog, and process all items in the Library Archives, including documents, negatives, photographs, manuscripts, microfilm, maps, architectural records, blueprints, tax records, VHS and DVD, digital materials, and all other material types.
- Advise and assist researchers in the use of archival materials in research activities; interpret requirements and consults on archival information; create finding aids and other modes of intellectual access using contemporary tools in accordance with national standards.
- Manage accession and deaccession of all Archival materials.
- Assist the public with in-depth Archival, Historical or Genealogical research by supplying available materials and information within the Town of Needham Library Archives, as well as electronic databases.
- Plan and administer the archival repository, based on a thorough understanding of organizational management, archival principles, library management, digital collections, budgeting and grantsmanship.
- Develop and implement safety protocols to protect archival data, records, and documentation.
- Assist Reference Department in capacity as Reference Librarian as needed. Assists public in requesting library materials, using the computers, printers, copiers, library specific apps, smart phones, devices, e-readers, public scanner, digital microfilm, databases, and research questions.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Graduation from a college or university with a Master's Degree or higher in Library and Information Science or a related field, with four to six (4 – 6) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of a wide variety of computer operating systems, programs, applications and equipment.
Ability to	• Ability to motivate and lead people. • Ability to compose detailed reports for planning and proposals. • Ability to adhere to Town and department policies and procedures.
Skill in	• Strong communication skills, both oral and written • Skill in supervising direct and indirect staff resources.

Necessary Special Requirements

- MSLIS specialty in Archives
- MSLIS specialty in Information Technology/Computer Science

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment subject to constant high public traffic volume, noise and odors.
- Regular interruptions to assist citizens.
- Extended periods of time at computer and other workstations, on telephone or operating other officed equipment, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of workstation equipment and library materials.
- Frequent standing, walking, bending, reaching, and climbing stairs.
- Some travel required to neighboring communities.
- Evening and weekend work may be required.